

VERIFYING HIGHLY QUALIFIED TEACHER STATUS

HQT is established by:

- Verifiable major (minimum 30 credits) in content area
- Masters in content area
- NBPTS Certification in content area
- Praxis II Content Test successfully passed
- Verifiable HOUSSE rubric completed prior to June 30, 2008

(As of June 30, 2008, the HOUSSE rubric was discontinued, and is no longer available for use to qualify teacher as HQT. *Exceptions* may be granted in limited cases pertaining to Special Education or Rural Districts. If you have a situation in which the HOUSSE rubric might be a viable option, please contact Director of Certification/Teacher Quality.)

WHAT IF ALL OF MY TEACHERS ARE NOT HQT?

State Funding Requirements

- Idaho Code §33-1201, established in 1963, requires all teachers to be certified and endorsed for the subjects and levels they teach (See Appendix A). If districts have teachers who are not in compliance, districts risk losing state funding. Local boards of trustees are not to use state allocated funds to pay teachers whom they report as not meeting this requirement. NCLB added more emphasis to the Idaho Code. As a result of NCLB, the state developed the HOUSSE rubric. The State Department of Education informed districts of the requirement to have veteran teachers complete the HOUSSE process for each of their teaching areas by July 1, 2006. The State Department of Education has informed districts through memos, monthly regional superintendents' meetings and materials, the Department's newsletter, and presentations at meetings and professional conferences of NCLB highly qualified teacher requirements, HOUSSE requirements and the deadline, and the importance of meeting the requirements of NCLB and the state. Districts are fully aware of the funding consequences if they do not comply with federal and state requirements.
- In January 2007, once 2006-2007 data has been collected and analyzed, the state will determine which districts have not met state law and will withhold state funds for district's non-HQTS.

(Idaho Revised State Plan for Meeting the Highly Qualified Teacher Goal.
Submitted to the U.S. Department of Education September 29, 2006; p.32)

SECTION 2141 (c) OF *NO CHILD LEFT BEHIND*

“ACCOUNTABILITY- After the third year of the plan described in section 1119(a)(2), if the State educational agency determines, based on the reports described in section 1119(b)(1), that the local educational agency has failed to make progress toward meeting the annual measurable objectives described in section 1119(a)(2), and has failed to make adequate yearly progress as described under section 1111(b)(2)(B), for 3 consecutive years, the State educational agency shall enter into an agreement with such local educational agency on the use of that agency's funds under this part. As part of this agreement, the State educational agency.”

CHANGE THAT WE’VE PROPOSED REGARDING THE SOCIAL STUDIES ENDORSEMENT

STATE OF IDAHO – ALIGNMENT OF CONTENT STANDARDS, TEACHER PREPARATION AND PRE-SERVICE ASSESSEMENT			
The following table illustrates that teachers receiving a social studies endorsement in the State of Idaho are fully prepared and highly qualified to teach all core areas of the social studies curriculum: History, American Government, Economics, and Geography.			
Social Studies Content Area	Social Studies Content Curriculum Standards	Preparation – Coursework Required for SS Endorsement	Assessment - Praxis II Social Studies- #0081
		(In addition to endorsement in discrete SS core content)	
U.S. History - CORE	12.5%	30%	22%
American Government - CORE	15%	29.13	16%
Economics - CORE	16.75%	11%	15%
Geography - CORE	12.5%	11%	15%
World History/Global Perspectives	29.12%	11%	22%
Behavioral Sciences	Elective	22%	10%
RATIONALE FOR IDAHO SOCIAL STUDIES ENDORSEMENT MEETING HIGHLY QUALIFIED STATUS IN ALL FOUR CORE CONTENT AREAS: Not only do Idaho teachers earn an endorsement in one of the core content areas of Social Studies, they must also earn a second broad field Social Studies endorsement. As illustrated by the matrix above, even without the extra endorsement in a core area, the percentage breakdown of Idaho 6-12 Content Standards correlates with the percentages of required content-area preparation and assessment set for pre-service teachers seeking a Social Studies Endorsement. In accordance with Idaho’s standards-based teacher preparation, graduates of teacher education programs accredited using performance-based standards in these areas hold the equivalent of an academic major with sufficient credits in the related areas to be deemed highly qualified. Teachers who hold certification in social studies are considered highly qualified to instruct in history, civics, government, economics, and geography at the appropriated grade level. The Idaho Department of Education ensures that new 6-12 endorsed social studies teachers are adequately prepared in subject matter knowledge in history, geography, government, and economics, and that structuring these requirements around the broad area of social studies is consistent with the organization of the State’s 6- 12 curriculum.			

ALTERNATIVE AUTHORIZATIONS/ROUTES TO CERTIFICATION

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02,
CHAPTER 02)**

042. ALTERNATE ROUTES TO CERTIFICATION

(3-20-04)

The purpose of this program is to provide an alternative for individuals to become certificated teachers in Idaho without following a standard teacher education program. Individuals who are currently employed as para-educators, individuals who are currently certificated to teach but who are in need of emergency certification in another area, and individuals with strong subject matter background but limited experience with educational methodology shall follow the alternate certification requirements provided herein.

INFORMATION:

Certificates/authorizations described in this section may be issued under the circumstances unique to each alternate route.

1. ALTERNATE AUTHORIZATION/ROUTE AVAILABLE TO SCHOOL DISTRICTS

- a.** Provisional Authorization (**Note:** this authorization does not lead to certification, it is an emergency authorization available to school districts)
- b.** Alternative Authorization - Teacher to New Certification/endorsement.
- c.** Alternative Authorization – Pupil Personnel Services

2. ALTERNATE AUTHORIZATION/ROUTE AVAILABLE TO INDIVIDUAL APPLICANTS

- a.** Alternative Authorization - Content Specialist
- b.** Computer-Based Alternative Routes to Teacher Certification (ABCTE)
- c.** Post-Baccalaureate Alternate Route
- d.** Postsecondary Specialist Certificate

ALTERNATE ROUTE TO ENDORSEMENT (PROPOSED)

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

043. ALTERNATIVE AUTHORIZATION – TEACHER TO NEW CERTIFICATION/ENDORSMENT

(3-20-04)

The purpose of this alternative authorization is to allow Idaho school districts to request emergency endorsement/certification when a professional position cannot be filled with someone who has the correct endorsement/certification.

Alternative authorization in this area is valid for up to three (3) years and is nonrenewable.

01. Initial Qualifications. Prior to application, a candidate must hold a bachelor's degree and a valid Idaho teacher certificate without full endorsement in the content area of need. The school district must declare an emergency and provide supportive information attesting to the ability of the candidate to fill the position. (3-20-04)

02. Alternative Route Preparation Program (3-20-04)

~~a.~~ **Option I - Teacher to New.** Candidate will work toward completion of the alternative route preparation program through a participating college/university and the employing school district.

~~b.~~ **a.** Candidate must complete a minimum of nine (9) semester credits annually to be eligible for extension of up to a total of three (3) years.

~~c.~~ **b.** The participating college/university shall provide procedures to assess and credit equivalent knowledge, dispositions, and relevant life/work experiences.

~~d.~~ **c.** Candidate shall meet all requirements for the endorsement/certificate as provided herein.

03. Additional Routes to acquire endorsement(s) only

Option II – National Board. By earning National Board certification in content specific areas teachers may gain endorsement in a corresponding subject area.

Option III – Testing and or Assessment. Two pathways are available to some teachers, depending upon endorsement(s) already held.

- **Pathway 1** –Endorsements may be added through state-approved testing only, provided that the appropriate test is successfully completed within the first year of authorization in an area closely compatible with an endorsement for which they already qualify and are experienced.
- **Pathway 2** - Endorsements may be added through state-approved testing provided that the appropriate test is successfully completed within the first year of the authorization in an area closely compatible with an endorsement for which a teacher already qualifies and is experienced. Additionally requires the successful completion of a one-year mentoring component and passing a final pedagogy assessment.

DRAFT

Equivalent NBPTS and Idaho Endorsements Option II Examples

NBPTS Subject Area	ID Endorsements
If you hold the NBPTS certificate in the age range below →	You qualify for the ID endorsement listed below :
Middle Childhood Generalist (7-12)	Elementary Education
Art (3-18)	Art
English as a New Language (3-18)	ESL
English Language Arts (11-18)	English Language Arts
Exceptional Needs (3-18)	Special Education
Library Media (3-18)	Education Media Generalist
Mathematics (14-18)	Mathematics
Science (14-18)	Science
Social Studies – History (11-18)	History
Literacy (3-12)	Reading

Option III Examples

Current Endorsement Held	Endorsement(s) Available	
If you hold an endorsement and have 90 days experience in:	You can add an endorsement via Pathway 1 by passing PRAXIS II in one of these areas:	You can add an endorsement via Pathway 2 by passing PRAXIS II & Pedagogy Assessment in:
Bilingual Education	ESL; French; German; or Spanish	English Language Arts
French, German, Spanish	French; German; or Spanish	None
English as a 2 nd Language (ESL)	None	French; German; or Spanish
English Language Arts	None	Government; History; Theatre Arts; or Library Media
Mathematics	None	Physics
Any Science	Biology; Chemistry; Earth Science; or Physics	Mathematics
Any Social Studies	History, Government, Geography, Economics	English Language Arts
Special Education	Elementary Education	Blended
Note: Some endorsements may only be added through a complete teacher education program via the Teacher-to-New-Certification pathway.		

HB 566A
Rewrite of IC 33-130 & 33-512(15)(16)

EDUCATION CHAPTER 1
STATE BOARD OF EDUCATION

33-130. CRIMINAL HISTORY CHECKS FOR SCHOOL DISTRICT EMPLOYEES OR APPLICANTS FOR CERTIFICATES. The department of education, through the cooperation of the Idaho state police, shall establish a system to obtain a criminal history check on all individuals who have unsupervised contact with students in a K-12 setting. Such individuals include, but are not limited to, certificated and noncertificated employees, substitute staff, independent contractors and employees thereof, coaches, student teachers and individuals involved in other types of student training such as practicums and internships, and all applicants for certificates pursuant to chapter 12, title 33, Idaho Code. The criminal history check shall be based on a completed ten(10) finger fingerprint card or scan and shall include, at minimum, the following state and national databases:

- (1) ~~Statewide criminal identification bureau~~ Idaho Bureau of Criminal Identification;
- (2) Federal bureau of investigation (FBI) criminal history check;
- (3) ~~National crime information center; and~~
- (4) ~~Statewide sex offender register.~~

The state department of education shall charge all such individuals applicants a fee of forty dollars (\$40.00) for undergoing a criminal history check pursuant to this section. The fee shall be sufficient to cover costs charged by the federal bureau of investigation, the state police and the state department of education. A record of all background checks shall be maintained at the state department of education in a data bank for all employees of a school district with a copy going to the applicant upon request. ~~The department of education shall forward to all applicants for a criminal history check, notification that the fingerprint card has been destroyed after the background check has been completed. The department of education and the Idaho state police shall ensure that fingerprint cards have been destroyed after a criminal history check has been completed.~~

The Idaho state police and the department of education shall implement a joint exercise of powers agreement pursuant to sections 67-2328 through 67-2333, Idaho Code, necessary to implement the provisions of this section.

EDUCATION CHAPTER 5 DISTRICT TRUSTEES

33-512.GOVERNANCE OF SCHOOLS. The board of trustees of each school district shall have the following powers and duties:

(15) ~~To require that all persons hired for the first time by the district or who have been in the employ of the district five (5) years or less, undergo a criminal history check as provided in section 33-130, Idaho Code. All certificated and non-certificated such employees who are required by section 33-130, Idaho Code to undergo a criminal history check shall submit a completed (10) finger fingerprint card or scan to the department of education no later than five (5) days following the first day of obtain the history check within three (3) months of starting employment, or for employees with five (5) years or less with the district, within three (3) months from the date such employee is notified that he must undergo a criminal history check. Such employees shall pay the cost of the criminal history check. If the criminal history check shows that the employee has been convicted of a felony crime enumerated in section 33-1208, Idaho Code, it shall be grounds for immediate termination, dismissal or other personnel action of the district, except that it shall be the right of the school district to evaluate whether an individual convicted of one (1) of these crimes and having been incarcerated for that crime shall be hired. Provided, however, that any individual convicted of any crime listed in subsection 2 of 33-1208, shall not be hired. The district may require any or all persons who have been employed continuously with the same district for more than five (5) years, to undergo a criminal history check as provided in section 33-130, Idaho Code. If the district elects to require criminal history checks of such employees, the district shall pay the costs of the criminal history check or reimburse employees for such cost.~~

The State Department of Education will maintain a statewide list of substitute teachers. A substitute teacher is defined as any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage one day or more during a school year. A substitute teacher who has undergone a criminal history check at the request of one (1) district in which he has been employed as a substitute shall not be required to undergo an additional criminal history check at the request of any other district in which he is employed as a substitute if the teacher has obtained a criminal history check within the previous ~~three (3)~~ five (5) years. If the district next employing the substitute still elects to require another criminal history check within the ~~three (3)~~ five (5) year period, that district shall pay the cost of the criminal history check or reimburse the substitute teacher for such cost. To remain on the statewide substitute teacher list maintained by the state department of education, the substitute teacher must undergo a criminal history check every five (5) years.

(16) To maintain a safe environment for students each district will develop a system that will check all contractors or other persons who have irregular contact with students to be checked against the statewide sex offender registry. Each board of trustees of a school district shall be responsible for developing a system for registering volunteers or contractors consistent with maintaining a safe environment for their students.

PROPOSED TEMPORARY RULES TO IMPLEMENT HB 566A

Rewrite of IC 33-130 & 33-512(15)(16)

IDAPA 08.02.02 Rules Governing Uniformity

.075 Fingerprinting and Criminal History Checks. The process to obtain criminal history checks for any individual as required by Section 33-130 and section 33-512(15), Idaho Code.

.01 Definitions.

- a. **Alternate Routes.** Non-traditional channels to certification as listed in IDAPA 08.02.02 (e.g. Teacher to New Certification; Content Specialist; Computer Based Alternative Route to Teacher Certification (ABCTE); Provisional Authorization; etc.).
- b. **Applicant.** An individual applying for Idaho Certification; or a certificated or non-certificated individual applying for employment.
- c. **Break-in-service.** A voluntary or involuntary termination in employment, including retirement.
- d. **Bureau of Criminal Identification (BCI).** Idaho State Police agency responsible for processing fingerprint cards or scans to achieve the criminal history check.
- e. **Candidate.** An individual attending a college or university.
- f. **Certificate.** A document issued by the State Department of Education defining a specific area in which a certificated individual may deliver educational services.
- g. **Certificated Employee.** An individual who holds an Idaho education certificate and is employed in a certificated position in a LEA.
- h. **Contractor.** An agency, company/business, or individual that has signed a contract or agreement to provide services to an LEA.
- i. **Conviction.** The final judgment on a verdict or finding of guilty, a plea of guilty, a plea of nolo contendere, or the sentence has been suspended, deferred, or withheld on a felony or misdemeanor as defined by Section 18-110 and Section 18-111 Idaho Code.
- j. **Criminal History Check (CHC).** A fingerprint process to determine if an applicant has criminal arrests and/or convictions in Idaho, any other state, or applicable jurisdictions.
- k. **Criminal History Check Result.** Information resulting from processing fingerprints through the databases maintained by the Bureau of Criminal Identification, Federal Bureau of Investigation and the Idaho Statewide Sex Offender Registry.
- l. **Federal Bureau of Investigation (FBI).** The federal agency responsible for processing national criminal history checks.
- m. **Hit.** The results of a CHC showing evidence of an arrest and/or conviction.
- n. **Irregular Contact.** Contact that is not on a daily or weekly basis, or has a regular scheduled interaction with students.
- o. **Local Educational Agency (LEA).** A term referring to public school districts, including charter schools and private or parochial schools, college/universities, bus companies and contractors.

- p. **Memorandum of Agreement (MOA).** A signed document between the State Department of Education and an LEA or Contractor defining the rules for use of the CHC website.
- q. **Multiple Assignments.** When an individual works in two or more LEAs (private or public) simultaneously.
- r. **Non-Certificated Employee.** An individual employed in a non-certificated position (e.g., administrative, cook, custodian).
- s. **On-Line Instructor.** A certificated individual who provides instruction to K-12 students using the Internet while employed by an LEA or college/university.
- t. **Open Date.** The date a fingerprint card is received by the State Department of Education and entered into the database as an electronic file.
- u. **Professional Standards Commission (PSC).** An advisory body to the State Board of Education established by Idaho statute and housed in the State Department of Education.
- v. **Rejected fingerprint cards.** A fingerprint card that has been returned by the BCI, FBI or SDE for poor quality prints, lack of signature, or other incomplete information.
- w. **Scan.** The process of an individual's fingerprints that are captured by a live-scan computer and are sent electronically rather than printed on a fingerprint card.
- x. **State Department of Education (SDE).** A statutory body that acts as the executive agency of the Idaho State Board of Education "...the responsibility for carrying out policies, procedures and duties authorized by law or established by the State Board of Education for all elementary and secondary school matters."
- y. **Supervised Contact.** An individual who works directly with students, while under the direction of a school district employee (certificated or un-certificated) in a classroom, office, library, cafeteria or other common areas in or around the school. This includes extra-curricular trips of one-day length starting during the school day.
- z. **Unsupervised Contact.** An individual, who works directly with students on a continuing basis, provides contracted educational services, student teaching/internships, other practicums for Pupil Personnel Services candidates, or interacts with students in scheduled school activities that occur outside of the school and/or outside of normal school hours.
- aa.

.02 Submission of Ten (10) Finger Fingerprint Card and Scan.

- a. Idaho statute requires a \$40.00 CHC fee to be paid by either the individual or LEA.
- b. The SDE will process fingerprint cards that have been submitted within the required statute time of five (5) days.
- c. The SDE will perform random audits on LEAs to verify compliance with Idaho statute.

.03 Legible Fingerprint Cards or Scans. When fingerprint card or scan is legible the results will be posted to the CHC website.

.04 Rejected Fingerprint Cards or Scans.

- a. When a fingerprint card has been rejected due to illegible prints, incomplete fingerprint card, or older than six months a new completed fingerprint card is required.

- b. The rejected fingerprint card will be sent back to the originating LEA or college/university.
- c. Both the rejected fingerprint card and the new fingerprint card must be returned to the SDE within 20 calendar days. The new fingerprint card must be completed by a law enforcement agency that can ensure legible fingerprints.
- d. If the new fingerprint card and rejected fingerprint card is returned after the 20 calendar day time period a new \$40.00 fee (payable by individual or LEA/contractor) is required.

.05 Secured CHC Website. The CHC website is where the CHC results are listed. The LEA, contractor or college/university may view the results or status of an applicant, employee or candidate.

- a. Upon a signed MOA the SDE will issue a password to access the CHC website.
- b. Each LEA, contractor and college/university will have a secure site listing their employees, state wide substitute teacher list, newly certified list and student teacher list.
- c. The SDE will regularly update the CHC website.

.06 Certificated Educators.

- a. The SDE will maintain a list of newly certificated educators. The educator may stay on this list for one-year from the open date. Those educators found on this list may be employed by a LEA without a new CHC.
- b. The SDE will make the final determination if an applicant is eligible for Idaho certification. Determining factors the SDE will look at are:
 - i. Factual response to the application questions regarding prior certification irregularities or legal convictions.
 - ii. The CHC results.
 - iii. Police reports and/or court records.
 - iv. Written explanation of arrest/convictions.
- c. If the SDE makes a determination that the applicant is not eligible for Idaho certification, the SDE may:
 - i. In writing, deny the applicant Idaho certification. Upon receiving the written denial the applicant may request a hearing pursuant to Section 33-1209, Idaho Code.
 - ii. Refer the applicant's file to the PSC for review. The PSC upon completion of the review may allow the applicant to obtain Idaho certification or deny Idaho certification. If the PSC denies the applicant Idaho certification the applicant may request a hearing pursuant to Section 33-1209, Idaho Code.

.07 Non-Certificated Employees.

- a. LEAs will make the final determination if a non-certificated employee is eligible for employment.

.08 Break in Service.

- a. When an employee has a break in service, however short, he/she must complete a new criminal history check.
- b. When an employee changes employment from one LEA to another LEA they must complete a new CHC regardless of the most recent CHC.
- c. Substitute teachers are exempt since they are on the statewide substitute teacher list for five (5) years. After five (5) years a new CHC is required.

.09 Colleges/Universities

- a. The college/university will submit a completed fingerprint card or scan for all candidates who are applying for student teaching/internships.
- b. Upon receiving the candidate's CHC result the SDE will make a preliminary determination if the candidate is eligible for certification in Idaho. This decision will be forwarded to the college/university concerning the eligibility of their candidate to student teach.
- c. If the determination is that the candidate is not eligible for Idaho certification the candidate may request the PSC to conduct a review for a final determination.
- d. The SDE will move a candidate from the college/university list to the newly certified list when he/she submits his/her application for certification.

.10 Charter Schools as defined in Section 33-1210, Idaho Code.

- a. Charter schools are required to abide by Sections 33-130 and 33-512(15), Idaho Code.
- b. A CHC is needed when an employee changes employment from a charter school to another LEA.
- c. A charter school may be established within an LEA by action of the Board of Trustees and remains a part of the LEA. When an employee transfers from the public school to the charter school within the LEA, a new CHC is not required.
- d. When a charter school has been established by action of the Idaho Public Charter School Commission and becomes its own LEA all employees must complete a new CHC.

.11 Multiple Assignments

- a. To avoid completing multiple CHCs while working in more than one school district simultaneously, a multiple assignment form provided by the SDE, must be submitted with the completed fingerprint card and fee. Additional districts may be added up to one (1) year from the open date. After one year a new CHC is required.
- b. An employee in one LEA is hired as a coach or summer school employee in another LEA, a completed and signed multiple assignment form must be submitted to the SDE.
- c. The LEA is required to submit a new completed and signed multiple assignment form each year for a coach or summer school employee hired from another LEA.

.12 Private and Parochial Schools, Private College/universities, Contracted Bus and Janitorial Companies.

- a. If a private or parochial school selects the option to have criminal history checks completed, all certificated and non-certificated employees of that private or parochial LEA must complete a CHC.

- b. Private and parochial schools, private colleges/universities, contracted bus and janitorial companies will follow the same procedures as public schools when submitting fingerprint cards or scans. Due to Public Law 92-544 (including 28 CFR 20.33) the CHC results may not be reported directly to a non-governmental agency by the SDE.
- c. The State Department of Education has developed four (4) categories posted on the CHC website to assist in determining employment decisions. Each case should be reviewed and considered carefully on a case by case basis.

.13 Online Instructors

- a. Certificated educators who are teaching on-line courses do not have to complete a CHC if he/she is currently working in a LEA where he/she has already completed a CHC.
 - i. A multiple assignment form signed by both the original and on-line LEAs will be submitted by the on-line LEA.
- b. If an educator is teaching an on-line course and is not currently working in a LEA a CHC is required through the on-line LEA.

.14 Alternate Routes to Certification.

a. Provisional Authorization

- i. A CHC is not required if the applicant is already a certified teacher in the same LEA.
- ii. A CHC is required if the applicant is non-certified and employed in the same LEA due to a change in status.
- iii. A CHC is required if the applicant is changing status in the same LEA, and the CHC is more than one year old.

b. Teacher to New Certification

- i. A CHC is not required if the applicant is already certified and teaching in the same LEA.
- ii. A CHC is required if the applicant is already certified and applying in a new LEA.

c. Content Specialist

- i. A CHC is required if the applicant is hired as a Content Specialist and working toward standard certification.
- ii. A CHC is not required if the applicant is changing status in the same LEA, and the CHC is less than one year old.
- iii. A CHC is required if the applicant is changing status in the same LEA, and the CHC is more than one year old.

d. Computer-Based Alternate Route to Teacher Certification (ABCTE)

- i. A new CHC is required when applying for Idaho certification.
- ii. An individual holding an Idaho certificate and desiring to add either an endorsement or new certificate does not have to undergo a new CHC.

d. Post Secondary Specialist.

- i. A CHC is required when applying for Idaho certification.

PUBLIC COMMENT FROM NEGOTIATED RULEMAKING

Responses to submitted comments that were not addressed in the board rules.

1. The SDE keeps the rejected fingerprint card and notifies schools by e-mail. This would lead to more expense for the individual. The rejected card allows the individual to be fingerprinted without paying further fees.
2. The SDE needs to maintain a database. The SDE does maintain a database. LEAs have access to the SDE website with fingerprinting data available.
3. If the SDE lists newly certified teachers, why can't it be more efficient by listing all teachers? IC 33-512(15) requires employees to be fingerprinted. When teachers move from one LEA to another, the law requires a new CHC. The SDE intends to have a future discussion about this idea.
4. Break-in-service. Why can't the SDE also give a one-year to teachers and others as you did to newly certified teachers? The law, IC 33-512(15), requires employees to obtain a CHC, and a "break-in-service" means the individual has left the employment of an LEA and, in essence, is a new employee needing a CHC.
5. Multiple assignment form – This is cumbersome and why do we need it? Why don't we have a database an LEA can check and hire off of? Idaho law does not allow it. The multiple assignment form was developed to cut the costs down and still track those who have done a check. If we followed the letter of the law, a new CHC would be required for even simultaneous employment (i.e., summer school, etc.).
6. Why do you require a CHC when an individual is going from non-certified status to a certified status? Idaho Code 33-130 requires all applicants for certification to obtain a criminal history check. The SDE reviews and approves all applicants for teaching certificates based on a current CHC.
7. How does the LEA know when the SDE receives the fingerprint card? Frequent checking of the website will keep the LEA updated about what is happening to the fingerprint cards submitted by the LEA.
8. How can LEAs submit fingerprint cards within the required statute time of 5 days? My LEA only cuts checks twice a month. To help an LEA comply with the law, the SDE has made it possible for an LEA to deposit funds into a suspense account for fingerprinting.
9. What will the SDE do about fingerprint cards submitted past the 5-day statute time? The SDE trusts the LEAs to meet the statute time line. An investigation may occur if an LEA repeatedly violates the law.
10. Does this mean that as soon as the SDE receives the fingerprint card, the individual can start interacting with students? Yes, check the SDE website frequently. That information will be entered as soon as we get the card.
11. Live-Scan fingerprint process – The SDE is currently making preparations to implement Live Scan.

12. Must we check every individual who comes onto our property to work on our buildings/grounds, (i.e., carpenters, repairman, plumbers, etc)? **IC 33-512(16) requires that contractors and others who have irregular contact with students must be checked against the Sex Offender Registry. It is the LEAs' responsibility to ensure the safety of their students. This can be done within minutes through: http://www.isp.state.id.us/sor_id/search_regnam.htm.**
13. Volunteers - do they need to be fingerprinted if they are never alone with a student? **Please see the definition for supervised contact. We do not anticipate that volunteers will need to be fingerprinted unless they are directly involved in an activity that is clearly unsupervised, (i.e. band or choir trips, debate or speech competitions, drill or dance team competitions, FFA competitions, overnight field trips, etc).**
14. Will college/university candidates doing a practicum in their sophomore or junior years have to be fingerprinted? **The SDE believes that candidates doing a practicum in which they are still under direct control of the classroom teacher meet the definition of supervised contact and, therefore, would not have to have a fingerprint check done until they are doing their student teaching/internship. The final determination as to when an inter MUST be fingerprinted is at the discretion of the university.**
15. Will LEAs have access to CHC information of student teachers/interns? **Yes, that information is available through the SDE website.**
16. Who is responsible for the CHC process when dealing with student teachers/interns? **The colleges/universities are responsible for the CHC process, but the LEAs can access that information through the SDE website.**
17. Who is responsible for student teachers coming from out-of-state college/universities? **In this situation the LEAs are responsible to ensure the CHC process is conducted. This means that the LEA must use an Idaho SDE fingerprint card and submit to the Idaho SDE.**
18. Audits – Who is going to conduct them? What kinds of records will the LEA need to have for the audit? **The SDE will conduct the audits. The LEA will only need to provide the individual's employment date. The SDE notes the date when the card is received (open date). The audit would be a comparison of employment date and the SDE open date.**
19. What if an LEA employs a student teacher as a substitute teacher, coach, aide or other position? **A multiple assignment form must be submitted with both the college/university signature and the LEA signature.**
20. What about the expiration date of substitute teachers? **If the date of expiration occurs prior to July 1, 2008, the substitute teacher must undergo a new CHC. For substitute teachers whose expiration date is after July 1, 2008, the expiration date will extend for a total of 5 years. For some, this will only be a year or less, while others will get multiple years.**

CERTIFICATION RENEWAL PILOT

(Proposed full implementation January 01, 2009)

Application to renew your certificate must be made **before** its expiration for it to remain valid. You bear the total responsibility of insuring that a timely and complete renewal application is submitted. When submitting your renewal application to the Certification department, you must include responses to all questions, your social security number, your signature and the appropriate fee(s) before the expiration of your certificate. Do not send cash through the mail. Returned checks will be subject to a \$20.00 collection fee.

Professional Development Requirements: Ongoing education is required for those who maintain certification in Idaho. Certificated personnel are required to complete professional development/continuing education requirements prior to renewal. A minimum of three credit hours must be verifiable via an official university transcript. Credits done via district approved in-service must appear on a *Verification of In-Service* form. You are **NOT** required to submit verification of the six professional development credits with renewal application, however, the department will be auditing a minimum of 10% of teachers annually. You may receive a letter with your renewed certificate requesting the above mentioned documentation. ***The department will conduct random audits to insure compliance with the continuing education requirements. If you are unable to provide the requested documentation your renewed certificate will not be valid.***

Audits: Audits are conducted to insure compliance with the continuing education requirements. Audits may be initiated anytime after you renew your certificate. By signing your renewal application, and answering "Yes" to the question that you have met the continuing education requirements, you are certifying that you **have already obtained the required continuing education**. If you are audited, you must submit official transcripts as evidence of continuing education courses (a minimum of 3 credits) as well as proof of other professional development hours completed during the validity period. You will have 60 days from the date on the audit letter to submit the proof.

*

IF YOU HAVE NOT YET MET THE CONTINUING EDUCATION REQUIREMENT, DO NOT SUBMIT A RENEWAL APPLICATION INDICATING THAT YOU HAVE. SUBMITTING A FRAUDULENT APPLICATION FOR LICENSURE IS GROUNDS FOR DISCIPLINE, AND WILL RESULT IN AN ETHICAL REVIEW CONDUCTED BY THE PROFESSIONAL STANDARDS COMMISSION.

APPLICATION FOR RENEWAL OF AN IDAHO CERTIFICATE/CREDENTIAL

THIS SECTION FOR OFFICIAL USE ONLY	Fee	Recent	In-service	ICLC	Date Received	Received By
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Item #1 Personal Information: (Please enter your name exactly as you want it to appear on the certificate.)

Name		Birth Date	
Maiden/Other Name		SS#	
Street or PO Box #		Phone #	
City, State, Zip Code		Gender	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

Item #2 Certificates: List the certificate(s) for which you are applying (i.e., Standard Elementary, Administrator, etc.).

Note: If no changes to a current certificate are being requested, please write "SAME" on the first line.

Certificate # 1		Certificate # 3	
Certificate # 2		Certificate # 4	

Item #3 Endorsements: If you are requesting new endorsements at this time, please list the endorsements here.

Note: If no changes to a current certificate are being requested, please leave blank.

Endorsement # 1		Endorsement # 3	
Endorsement # 2		Endorsement # 4	

Item #4 Teaching Assignment for the Upcoming School Year to Start in September:

a. Do you anticipate having a signed contract with an Idaho K-12 school for the upcoming school year?	Check one <input type="checkbox"/> YES <input type="checkbox"/> NO
b. If you answered YES, will it be a public school? (If you circled NO above, disregard this question.)	Check one <input type="checkbox"/> YES <input type="checkbox"/> NO
c. To the best of your knowledge, what will your assignment be? Please be specific (e.g., 6th grade English, elem principal, etc.) _____	

Item #5 Educational Institutions: Renewal applicant must have earned at least six (6) renewal credits during the validity period of the credential (9/1/03-9/1/08). At least three (3) of these credits must be semester credit hours (or equivalent quarter credit hours) verified by official transcripts. Up to three (3) credits may be earned by Idaho district-approved in-service (see instruction sheet). List only schools where these recent credits were earned.

	College/University Name	Years Attended	Degree Earned	Year Earned
a.				
b.				
c.				

Item #6 Renewal Requirements:

a. Have you completed the Idaho Comprehensive Literacy Course from an approved provider? Check one ☐ YES ☐ NO

b. Have you completed a total of 6 professional development credits? Check one ☐ YES ☐ NO

NOTE: A minimum of 3 credit hours must be verifiable via an official university transcript upon request. Credits done via district approved in-service must appear on a [Verification of Equivalent In-service Form](#).

You are **NOT** required to submit verification of the 6 professional development credits with this application; however, the state will be auditing a minimum of 10% of teachers annually. You may receive a letter with your renewed certificate requesting the above documentation. **If you are unable to provide the requested documentation your renewed certificate will not be valid. Submitting a fraudulent application for certification is grounds for discipline (see [Idaho Code of Ethics](#)).**

(Note: Professional development credits started after September 1, 2008, must be educationally related – reference [Idaho Board Rule IDAPA08.02.02.060](#) for additional information.)

Item #7 Prior Certification Irregularities or Legal Convictions:

The Application for an Idaho Professional Education Credential requires each applicant to respond to four (4) questions about prior certification irregularities or legal convictions (other than minor traffic violations).

1. Have you ever had a teacher certificate revoked, suspended, denied, or have you ever voluntarily relinquished a teaching certificate to avoid revocation proceedings in Idaho or any other state?

Check one ☐ YES ☐ NO

2. Is there any action pending against your certificate or your application in Idaho or any other state?

Check one ☐ YES ☐ NO

3. Have you ever been convicted of any felony or misdemeanor in any state, federal or military court?

(see note 2 below) (Do not include convictions for minor traffic violations.)

Check one ☐ YES ☐ NO

4. Are you currently under investigation or facing pending criminal charges in Idaho or in any other state?

(see note 2 below)

Check one ☐ YES ☐ NO

**NOTE:
1**

If the answer is YES to any of the questions 1-4 above, the following applies:

- 1) A personal written explanation must accompany this application;
- 2) If your misdemeanor conviction is less than five (5) years old, relevant court documents must accompany this application;
- 3) All felony convictions require relevant documents from the arresting law enforcement agency and the court that oversaw the final disposition.

**NOTE:
2**

For the purpose of questions 3 and 4 above, conviction means:

- 1) All instances in which a plea of guilty or nolo contendere is the basis of conviction;
- 2) All proceedings in which a sentence has been suspended, deferred, or withheld; and,
- 3) All proceedings in which the prosecution was deferred.

Please read and respond to the following:

1. I attest and affirm that I have read the *Code of Ethics for Idaho Professional Educators*. (For a copy of the Code of Ethics, go to www.sde.idaho.gov/teachercertification.)

Check one ☐ YES ☐ NO

2. I attest and affirm that all statements made by me on this application are true and correct to the best of my knowledge.

Check one ☐ YES ☐ NO

3. I understand that penalties, which may include revocation, suspensions, denial, or conditions, may be imposed under Section 33-1208, Idaho Code, for making any false statement(s) on this application or required documents.

Check one ☐ YES ☐ NO

Failure to respond to these questions may result in denial of your certificate.

Signature of Applicant

Date

RETURN FORM and \$75 FEE IN ONE PACKET TO:

State Department of Education
Teacher Certification
PO Box 83720
Boise ID 83720-0027

Revised 6-08